



Figure 177: Moving a template to another category

## Deleting a template

You cannot delete templates supplied with LibreOffice. Nor can you delete any templates installed by the Extension Manager except by removing the extension that installed them. You can only delete templates that you have created or imported.

- 1) In the **Filter** drop-down lists at the top of the Templates dialog, select the category that contains the template you want to delete.
- 2) Right-click on the template that you want to delete to open the context menu and click **Delete** (Figure 173).
- 3) A message box appears and asks you to confirm the deletion. Click **Yes**.

### ✓ Note

Moving or deleting a template has no impact on any document that was created from that template. The spreadsheet will retain the style definitions that it inherited from the moved / deleted template. The *Template* tellback on the **File > Properties > General** page can continue to show the name of a template that no longer exists.

## Exporting a template

The easiest way to send a template to someone else, or to store it on a network, is to export it:

- 1) Open the Templates dialog and find the template that you want to export.
- 2) Select the template and click the **Export** icon.
- 3) The Select Folder dialog opens. Navigate to the location where you want to export the template and click **Select Folder**. You can also rename the template.

### ✓ Note

Exporting a template does not remove it from the Templates dialog. The action places a copy of the template in the location you specify.